EPA Assessment Criteria - 2024 - V1.1

IT Consultant - Work-based Portfolio

ID	CHECKLIST - Assessment Criteria: IT Consultant	EVIDENCE SUMMARY	Achieved ? For Assessor use only
	TECHNICAL CORE SKILLS		
	A. IT Project Management:		
PM1	Follows a systematic methodology for initiating, planning, executing, controlling, and closing technology solutions projects.	e.g. ES1	Y/N
PM2	Applies industry standard processes, methods, techniques and tools to execute projects.		Y/N
PM3	Is able to manage a project (typically less than six months, no inter-dependency with other projects and no strategic impact) including identifying and resolving deviations and the management of problems and escalation processes.		Y/N
	B. Business Organisation:		
B01	Can apply organisational theory, change management, marketing, strategic practice, human resource management and IT service management to technology solutions development.		Y/N
B02	Develops well- reasoned investment proposals and provides business insights.		Y/N
	HAVE ALL CRITERIA BEEN ACHIEVED ? (for office use only)		**Y/N**

IT Consultant - Dissertation

ID	CHECKLIST - Assessment Criteria: IT Consultant	Achieved ?	Evidence
	Specialism SKILLS		
TC1	Perform technical process improvement tasks in a range of environments to solve business problems.	Y/N	***DISSERTATION***
TC2	Present optimised solutions to improve business processes and workflows through improved technology.	Y/N	

TC3	Recommend options based upon risks, costs vs benefits, and impact on other business processes.	Y/N	
TC4	Participate in walk-throughs for IT, to identify and document key risks within a client's organisation.	Y/N	
TC5	Support training of end-users in preparation for system activation.	Y/N	
TC6	Evaluate the success of a new system, process, initiative, etc.	Y/N	
HAVE ALL SPECIALISM CRITERIA BEEN ACHIEVED ?			**Y/N**

Software Engineer - Work-based Portfolio

ID	Software Engineering	Statement	Achieved ?
	TECHNICAL CORE SKILLS		
	A. Systems Development:		
SD1	Analyses business and technical requirements to select and specify appropriate technology solutions.	E.g. Statement 1	Y/N
SD2	Designs, implements, tests, and debugs software to meet requirements using contemporary methods including agile development.		Y/N
SD3	Manages the development and assurance of software artifacts applying secure development practices to ensure system resilience.		Y/N
SD4	Configures and deploys solutions to end users.		
	B. Information Systems		
IS1	Is able to critically analyse a business domain in order to identify the role of information systems, highlight issues and identify opportunities for improvement through evaluating information systems in relation to their intended purpose and effectiveness.		Y/N
	HAVE ALL CRITERIA BEEN ACHIEVED ?		**Y/N**

Software Engineer - Dissertation

ID	CHECKLIST - Assessment Criteria: **Software Engineering**	Achieved ?	Evidence
	Specialism SKILLS		
SW1	Create effective and secure software solutions using contemporary software development languages to deliver the full range of functional and non-functional requirements using relevant development methodologies.	Y/N	
SW2	Undertake analysis and design to create artifacts, such as use cases to produce robust software designs.	Y/N	***DISSERTATION***

ID	CHECKLIST - Assessment Criteria: **Software Engineering**	Achieved ?	Evidence
SW3	Produce high quality code with sound syntax in at least one language following best practices and standards.	Y/N	
SW4	Perform code reviews, debugging and refactoring to improve code quality and efficiency.	Y/N	
SW5	Test code to ensure that the functional and non-functional requirements have been met.	Y/N	
SW6	Deliver software solutions using industry standard build processes, and tools for configuration management, version control and software build, release and deployment into enterprise environments.	Y/N	
HAVE ALL SPECIALISM CRITERIA BEEN ACHIEVED ?			**Y/N**

Data Analyst - Work-based Portfolio

ID	Data Analyst Pathway	EVIDENCE SUMMARY	Achieved ?
	TECHNICAL CORE SKILLS		
	A. Data		
DA1	Identifies organisational information requirements and can model data solutions using conceptual data modeling techniques.	e.g. ES1	Y/N
DA2	Is able to implement a database solution using an industry standard database management system (DBMS).		Y/N
DA3	Can perform database administration tasks and is cognisant of the key concepts of data quality and data security.		Y/N
DA4	Is able to manage data effectively and undertake data analysis.		
	B. Information Systems		
IS5	Is able to critically analyse a business domain in order to identify the role of information systems, highlight issues and identify opportunities for improvement through evaluating information systems in relation to their intended purpose and effectiveness.		Y/N
	HAVE ALL CRITERIA BEEN ACHIEVED ?		**Y/N**

Data Analyst - Dissertation

ID	CHECKLIST - Assessment Criteria: **DATA ANALYST**	Achieved ?	Evidence
	Specialism SKILLS		
DAS1	Import, cleanse, transform, and validate data with the purpose of understanding or making conclusions from the data for business decision making purposes.	Y/N	***DISSERTATION***
DAS2	Present data visualisation using charts, graphs, tables, and more sophisticated visualisation tools.	Y/N	
DAS3	Use a range of analytical techniques such as data mining, time series forecasting and modeling techniques to identify and predict trends and patterns in data.	Y/N	

ID	CHECKLIST - Assessment Criteria: **DATA ANALYST**	Achieved ?	Evidence
DAS4	Report on conclusions gained from analysing data using a range of statistical software tools.	Y/N	
DAS5	Summarise and present results to a range of stakeholders making recommendations.	Y/N	
DAS6	Perform routine statistical analyses and ad-hoc queries.	Y/N	
HAVE ALL SPECIALISM CRITERIA BEEN ACHIEVED ?			**Y/N**

Cyber Security - Work-based Portfolio

ID	CHECKLIST - Assessment Criteria: **Cyber Security**	EVIDENCE SUMMARY	Achieved? For Assessor use only
	TECHNICAL CORE SKILLS		
	A. IT Project Management:		
CS1	Can undertake a security risk assessment for a simple IT system and propose resolution advice.	e.g. ES1	Y/N
CS 2	Can identify, analyse and evaluate security threats and hazards to planned and installed information systems or services (e.g. Cloud services).		Y/N
	B. Network Infrastructure:		
NI 1	Identifies network security risks and their resolution.		Y/N
	C. Project Management		
PM1	Follows a systematic methodology for initiating, planning, executing, controlling, and closing technology solutions projects.		Y/N
	D. System Development		
SD1	Analyses business and technical requirements to select and specify appropriate technology solutions.		
	HAVE ALL CRITERIA BEEN ACHIEVED ? (for office use only)		**Y/N**

Cyber Security - Dissertation

ID	CHECKLIST - Assessment Criteria: **Cyber Security**	Achieved?	Evidence
	Specialism SKILLS		
CS1	Analyse and evaluate security threats and vulnerabilities to planned and installed information systems or services and identify how these can be mitigated against.	Y/N	***DISSERTATION***
CS2	Perform security risk assessments for a range of information systems and propose solutions.	Y/N	

ID	CHECKLIST - Assessment Criteria: **Cyber Security**	Achieved?	Evidence
CS3	Develop a security case against recognised security threats, and recommend mitigation, security controls and appropriate processes.	Y/N	
CS4	Define and justify a user access policy for an information system given knowledge of the system architecture, security requirements and threat/risk environment. This should be in terms of what they can do, resources they can access, and operations they are allowed to perform.	Y/N	
CS5	Perform a business impact analysis in response to a security incident and follow a disaster recovery plan to meet elements of a given business continuity policy.	Y/N	
CS6	Conduct a range of cyber security audit activities to demonstrate security control effectiveness	Y/N	
HAVE ALL SPECIALISM CRITERIA BEEN ACHIEVED ?			**Y/N**